

Grant Reporting Tool (GRT)
FY2008 Data Entry of Projects
2008 BSIR (December 2008)

- Approved Projects are located in the FY2008 Financial Management Forms Workbook
- All approved projects need to be entered into the 2008 BSIR (December 08)
- Grant Award Year – 2008; Reporting Period – BSIR (December 2008)
- Subgrantees do not need to enter FY08 ISIP (Initial Strategy Implementation Plan) information as that was already submitted by the State Administrative Agency (SAA)

To Enter Projects into the GRT:

Project Tab

- Project View
- Create Project
- Enter all Approved Projects from FY08 Financial Management Forms Workbook
- After Creating all Projects Return to Project List (in Project View)
- Click on Each New Project Created and Complete Information in Each Tab

Project (\$) Tab

- Add Project Notes (if desired) and Funding for this Project (Project Description will pre-populate from Create Project)
- The “Project Notes” section is an excellent opportunity for subgrantees to advise the Federal Emergency Management Agency (FEMA) how funds are being spent at the local level.

Project Detail Tab

(This is where the Projects are linked to the eight (8) Investment Justifications submitted by the SAA to meet the FY08 ISIP requirements)

- The Investment Alignment will need the Submission Type (State or UASI) and Investment Supported (one of the 8 State Investments) – These are both drop down boxes
- 2008 Investment Justification Target Capabilities will pre-populate based on the Investment Justification selected. The 2008 BSIR (December 2008) Target Capabilities allows you to select one (1) Target Capability and up to four (4) Assigned Secondary Target Capabilities (choose the “best fit” for each project)
- Subgrantees will need to click “Save” when completed to make sure all selections are saved (as opposed to “Save and Continue”)

Allocations Tab

- Where the money will be spent
- Solution Areas are Planning, Organization, Equipment, Training, Exercise, and Management and Administration (M&A).

- Need to complete funding in both Solution Area Subcategories and Disciplines
- (Subgrantees should also be reminded to double-check the “Solution Area” drop down box at the top left to make sure they are entering information into the appropriate Solution Area as this defaults to “Planning”)

Strategies Tab

- Select Primary Goal (choose the “best fit” for each project) from State Goals and Objectives (UASI Goals and Objectives are below)
- Select Objective 1
- National Priority pre-populates after Objective is selected
- Urban Areas will need to select from the UASI Goals and Objectives (same sequence above applies)
- Remember to select the “best fit” for each project (may not match perfectly)

Metrics Tab

- Answer all applicable questions
- Questions will be from only those categories (Planning, Organization, Equipment, Training, Exercise, M&A) where funding was allocated
- “Metrics Exception” is still an option (if the subgrantee feels none of the questions are applicable); however, the Office of Homeland Security (OHS) encourages subgrantees to enter metrics
- When answering “Yes” to applicable fields, be aware that more fields will open that may need a response before saving (Total Planned and Total Accomplished)